

Sample Air Force Individual Development Plan (IDP)

INDIVIDUAL DEVELOPMENT PLAN		
INSTRUCTIONS		
This format is intended to assist employees and supervisors in planning individual career development plans in accordance with current policy and guidance.		
PART A – EMPLOYEE PERSONAL DATA		
1. NAME (Last, First, Middle Initial)	2. ORGANIZATIONAL MAILING ADDRESS (include street, ZIP)	
3. POSITION TYPE (Mark only one) ☐ a. NON- ☐ b. SUPERVISORY	4. POSITION TITLE	
5. OFFICE TELEPHONE NO.	6. SERIES & GRADE / STEP GS-1102 Series or AFSC 64XX	
7. YEARS OF CONTINUOUS FEDERAL SERVICE	8. YEARS IN CONTRACTING	
PART B – CAREER GOALS		
1. SHORT RANGE CAREER GOALS (State career goals for next one to two years. Specify position titles and grade, if appropriate, or subject area)		
2. LONG RANGE CAREER GOALS (State career goals for next three to five years. Specify position titles and grade, if appropriate, or subject area)		
PART C – DEVELOPMENTAL PLANS AND PLANNED ACTIVITIES		
1. SHORT RANGE DEVELOPMENT PLANS (State OJT, training, and educational plans to achieve <u>short-range</u> goals as stated above.)		
2. LONG RANGE DEVELOPMENT PLANS (State OJT, training, and educational plans to achieve <u>long range</u> goals as stated above.)		
PART D – CONCURRENCE AND APPROVAL		
1. EMPLOYEE		
a. SIGNATURE	b. DATE SIGNED	
2. SUPERVISOR		
a. TYPED OR PRINTED NAME AND TITLE		
a. SIGNATURE	b. DATE SIGNED	
PART C – DEVELOPMENTAL PLANS AND PLANNED ACTIVITIES (continued)		
EXPERIENCE/EDUCATION	TRAINING	COMMENT

Section 4103 of Title 5 to U.S. Code authorizes collection of this information. This information will be used by supervisors, employees, and civilian personnel officials to plan and/or schedule training, education or other career developmental activities. Collection of your Social Security Number is authorized by EO 9397. Furnishing the information on this form, including your Social Security Number, is voluntary. If your activity uses the information furnished on this form for purposes other than those indicated above, they will provide you with additional statements reflecting these purposes.

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Sample Navy Individual Development



Naval Surface Warfare Center
Indian Head Division
101 Strauss Avenue
Indian Head, MD 20640

INDIVIDUAL DEVELOPMENT PLAN

OF _____

The Individual Development Plan (IDP) is a document between employee and supervisor, drafted to address training and career plans. It is designed to be generated in conjunction with the performance review and may be revised at any time. Requests for training are to be in accordance with this plan and subject to funding availability. Other training opportunities may be available, in which case this plan will be revised to reflect the training taken by the employee.

EMPLOYEE'S SIGNATURE	DATE	HEAD/DIRECTOR/DEPUTY SIGNATURE	DATE
SUPERVISOR'S SIGNATURE	DATE	ORGANIZATION	

Shaping Smart Business Arrangements (CON100)
Your Professional and Career Development - Student Guide

Naval Surface Warfare Center Indian Head Division		Individual Development Plan		DATE PREPARED
NAME (Last, First, MI)		ORGANIZATION (Department, Branch, Code)		POSITION TYPE ☐ (X One Only) ☐ Non-Supervisory ☐ Supervisory
POSITION TITLE		OFFICE PHONE		SERIES & GRADE
SHORT RANGE CAREER GOALS (State career goals for next one to two years. Specify titles and grade (if appropriate) or subject area.)				
LONG RANGE CAREER GOALS (State career goals for next three to five years. Specify titles and grade (if appropriate) or subject area.)				
SIGNIFICANT PRIOR TRAINING AND DEVELOPMENT RELATED TO THE DEVELOPMENTAL OBJECTIVES: (Include government and other sponsored assignments, activities and/or academic programs. If additional space is needed, attach additional pages.)				
NAME OF COURSE, PROGRAM OR ACTIVITY		NAME OF TRAINING CENTER		COMPLETION DATE
IF NO CAREER DEVELOPMENT IS DESIRED OR NEEDED AT THIS TIME, PLEASE STATE SPECIFIC REASONS WHY:				

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NAME (Last, First, MI)		DATE PREPARED		
DEVELOPMENTAL OBJECTIVES: (State the goal(s) to be derived from the developmental activity or activities in as specific terms as possible. What knowledge, skills or abilities need to be obtained to meet current objectives or to make performance more effective in the present position. Or identify specific areas in which the employee will need to gain competence in order to achieve the short or long range goals stated above. State the developmental objectives in the order of priority.)	DEVELOPMENTAL ACTIVITY OR ASSIGNMENT: (This may include On-the-Job Training, Rotational Assignments, Developmental Projects, Self Study Programs, Formal Training Programs, Correspondence Courses, or Professional Conferences or Seminars.)	SOURCE: (If possible identify the organization that will provide the developmental activity.)	PROPOSED SCHEDULE: (Developmental activity by quarter that reflects priority of immediate and long range needs.)	ACTION TAKEN: (List actual action taken and date of completion.)

Sample ODA Individual Development

Individual Development Plan

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